

MEMORANDUM FOR: Director of Personnel

SUBJECT : Reclassification of Positions in the Budget  
and Fiscal Branch, Office of Logistics

REFERENCE : Memo to D/Pers fr D/L dtd 28 Feb 62, same sub.

1. In the concurrence on the above reference it was suggested that the proposed upgrading of the GS-7 Fiscal Accounting Assistant to GS-9 be delayed pending a resolution by the Salary and Wage Division relative to a GS-9 position in the Budget and Fiscal Offices throughout the Agency.

2. After reviewing the substance of the above position it is not believed that it is comparable to the other positions which were questioned in the survey of Budget and Fiscal jobs in the Agency and it is recommended that the review of this position be made. This Office generally concurs in the recommended upgrading of these jobs.

  
Deputy Comptroller

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MEMORANDUM FOR: Director of Personnel

28 FEB 1962

THROUGH : Comptroller

SUBJECT : Reclassification of Positions in the Budget and Fiscal Branch, Office of Logistics

1. For some time I have been of the opinion that the responsibilities and complexities of work involved in our Budget and Fiscal Branch are not reflected in the grade levels assigned the positions. I would appreciate a thorough review of the positions in that Branch, particularly those for which position descriptions are attached to this memorandum.

2. Two of the positions to be reviewed now carry a Logistics Career Service Designator. We think it more appropriate that they be changed to SF. The senior of these two positions was the subject of some comment by the Inspector General's Team while their survey was in progress. Some concern was expressed to the effect that the grade level and responsibility were not well matched.

3. Your prompt and favorable attention to this request will be appreciated.

JAMES A. GARRISON  
Director of Logistics

Attachments:  
Position Descriptions (4 ea.)

Concurrence:

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*Acting* Comptroller

Distribution:

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\*- It is not believed appropriate to recommend upgrading of GS-13 Budget Officer to GS-14 in the Office of Logistics B&F Section without a review of all budget and fiscal positions throughout the Agency to determine whether all are of the same grade or whether there are variations in grade levels. This Office concurs wholeheartedly in recommendation for GS-11 Budget Officer position (R 917) to be upgraded to GS-12. This compares with other positions throughout other SF components.

The proposal to upgrade GS-7 Fiscal Accounting Assistant to GS-9 should not be considered until such time as over-all survey of SF positions made by the Salary and Wage Division relative to GS-9 positions throughout the Agency has been resolved. All GS-9's were recommended by Salary and Wage Division as GS-7's.

There is no objection by this Office to GS-5 upgrading to GS-7 and change in title to Fiscal Accounting Assistant providing Salary and Wage Division agrees.

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OL/AS/PSTB/ [redacted] :mro/2596

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| ACTION  | DIRECT REPLY      PREPARE REPLY                             |
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| <input checked="" type="checkbox"/> COMMENT   | FILE      RETURN  |
| CONCURRENCE   | INFORMATION      SIGNATURE                                  |
| <b>Remarks:</b><br><i>Please give me your recommendations on attached upgradings.</i><br><i>Refer memo</i> <i>no 14</i><br><i>go 12</i><br><i>5 9</i><br><i>5 7</i> |   |
| FOLD HERE TO RETURN TO SENDER   |   |
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1 March 1962

Analysis of Proposed Changes in SF Positions

Office of Logistics

|         |  | <u>Current</u> | <u>Proposed</u> | <u>Change</u>                                      | <u>Plus or Minus</u> |
|---------|--|----------------|-----------------|--|----------------------|
| 25X1A9a | GS-13 - Budget Officer-Ch<br>[REDACTED]  | 1              | 1               | Upgrade - GS-14                                    | -                    |
| 25X1A9a | GS-11 - Budget Officer<br>[REDACTED]     | 1              | 1               | Upgrade - GS-12                                    | -                    |
| 25X1A9a | GS-7 - Fiscal Acct Asst<br>[REDACTED]    | 2              | 2               | No Change  | -                    |
| 25X1A9a | GS-7 - Fiscal Acct Asst-SL<br>[REDACTED] | -              | 1               | Upgrade - GS-9                                     | +1                   |
|         | GS-5 - Prop Sply Clk-Typ-SL              | -              | 1               | Upgrade - GS-7<br>Change title to<br>Fis Acct Asst | +1                   |
|         |  |                |                 |  | <hr/>                |
|         |  |                |                 |  | +2                   |

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